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OFFICE OF TRAINING

Operations School
Headquarters Training

RECORDS OFFICERS COURSE NO. 22 (ROC)


24 - 28 February 1964

Room 1A-13 Headquarters

STUDENT OBJECTIVES

1. To learn the role that records play in the discharge by the Agency of the responsibilities inherent in the Agency's mission.
2. To gain an appreciation of records and proper records management in the successful performance of the Agency's mission.
3. To understand the inter-relationships between the CS mission and records and to sharpen judgment in the handling and disposition of records.

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Chief Instructor
Ext. 2141

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|------------|----|----------|--------|-----------|---------|
| DOC | 4 | REV DATE | 1-2-82 | BY | 006199 |
| ORIG COMP | | OPI | 11 | TYPE | 01 |
| ORIG CLASS | 5 | PAGES | 3 | REV CLASS | C |
| JUST | 22 | NEXT REV | 2012 | AUTH | RR 10-2 |

Group I
Excluded from automatic
downgrading and
declassification

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Monday, 24 February 1964

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|-------------|---|
| 0830 - 0900 | Registration, Handout of Materials, and Administration |
| 0900 - 0920 | Introduction to Course and Discussion of NSCID/5 |
| 0930 - 1050 | The RO and His Responsibilities; The RO Kit |
| 1100 - 1300 | Terminology |

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Tuesday, 25 February 1964

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|-------------|---|
| 0830 - 0900 | Study Period |
| 0900 - 1050 | IID Responsibilities in OS Records System |
| 1100 - 1150 | Review, Analysis, Classification, Indexing and Cross Referencing |
| 1200 - 1300 | Interagency Source Registry |

Wednesday, 26 February 1964*

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| 0830 - 0900 | Study Period |
| 0900 - 0930 | Sensitive Documents |
| 0940 - 1030 | The 201 System |
| 1040 - 1300 | Destruction Procedures and RO Responsibilities |

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Thursday, 27 February 1964

0830 - 0900 Study Period, Submit Questions for
Tomorrow's Question and Answer
Period

0900 - 1150 Handling of Records at the Head-
quarters Desk, Including Destruction


1200 - 1300 Introduction to Practical Exercise

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Friday, 28 February 1964

0830 - 1030 Practical Exercise

1040 - 1130 

1140 - 1215 Question and Answer Period

1215 - 1230 Closing Remarks

1230 - 1300 Final Administration

*Students who have not taken the RID Tour are required to do so on
Wednesday, 26 February 1964. It will be conducted from 1400 - 1600
hours and will originate in this classroom promptly at 1400 hours.

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